Study Island Teacher Manual

2012 - 2013

Table of Contents

I. About the Program **3**

II. Usage Overview **3**

III. Study Modes **4**

IV. Teacher Page **5**

V. Class Manager **6**

a. Create Classes and Assignments 6

b. LiveView 8

c. Parent Notifications 9

d. Writing Assignment 11

e. Test Builder 12

VI. School Reports **13**

a. Adjust Difficulty Level 14

b. Reports 16

VII. Additional Features and Information **19**

a. Custom Material (Custom Tests) 19

b. Browser Compatibility 21

c. Implementation Ideas 22

d. Parent Letter 23

e. Troubleshooting 25

f. Glossary 26

Study Island Program

Study Island is an online standards mastery and test preparation program built from state standards and available in all fifty states. One of *District Administration*'s Readers' Choice Top 100 Products of 2010, a 2112 SIIA CODiE Award winner for Best Student Assessment Solution, and eSchool Media's 2012 Readers' Choice Award winner, Study Island is used by over 10 million students in 19,000 schools. Rooted in foundational and statistical research, the dynamic self-paced program allows teachers to customize instruction to students' needs while allowing students to study in standard test format, interactive game mode, or using interactive response systems. Study Island is currently compatible with eInstruction, Promethean, Renaissance, Quizdom, SMART, and TurningTech.

How Study Island Works:

- Each user has his or her own username and password.
- The program is divided into sections based on subject (math, reading, etc.).
- Each subject is made up of approximately 15-30 topics, and each topic corresponds to a standard, or multiple related standards, from your state curriculum.
- Topics consist of a lesson and a bank of practice questions with explanations.
- It is helpful to view the lesson before answering the questions in the topic.

Goal of the Study Island Program:

The goal of the program is to earn a Blue Ribbon, or "pass" every topic (denoted by). If a student passes every topic, he or she has demonstrated proficiency in all areas tested.

How to Get Your Students Started:

As the admin for your school, you will register users in a later step. Assigning usernames and passwords is part of that process.

1. Go to www.studyisland.com.
2. To log in, students will enter their unique usernames and passwords under the "Member Login" section located on the left side of the screen.
3. Click a subject.
4. Click "Pretest" to begin if there is a Pretest available. After completing the Pretest, the student is ready to move on to the topics within the subject. If there is no Pretest for the subject, skip this and go to the next step.
   - *Students must complete ten questions in the pretest to move on to the remainder of the topics within the subject.*
5. Click on a topic to start studying. For a multiple-topic test, check the box beside each topic and click "Start Studying" in the upper-right corner.
6. Students will receive a Blue Ribbon next to the topics they have passed and a yellow triangle next to the topics in which they need additional work.

Students will receive a Blue Ribbon when they pass that topic. The passing requirements vary by topic and can be viewed on the topics screen under the column "Passing Goal." The "Your Results" column shows the score the student currently has. Both columns show the number of questions or "items" taken in each topic and the corresponding "score."

Students will receive this symbol next to a topic in which additional help is needed. In most cases, they will be given access to a Building Block Topic, which they must pass before returning to the on-grade-level topic.

Students will receive a White Ribbon when they pass a Building Block Topic.

Tip: Ribbons are awarded based on a student's cumulative score for the topic. For example, if a student does multiple sessions in the same topic, his or her cumulative score is calculated as follows:

Session 1:	5 correct out of 10 attempted
Session 2:	3 correct out of 5 attempted
Session 3:	4 correct out of 5 attempted
Cumulative Score =	12 out of 20 = 60%

**Unanswered questions in a topic are disregarded. Students can end a session at any time by clicking "END STUDY SESSION" without a negative effect to their scores. They can return to that topic to complete the session at any time. Tip: Each time a Blue Ribbon is earned, students can click on the ribbon icon to print it!

7. After completing all of the topics in a subject, the student can move to the "Post Test." The Post Test becomes available when students have completed *every* topic and have earned Blue Ribbons in all but 3 topics. Once the Post Test is complete, the student has passed the subject. Students may go back at any time and retake any areas in which they had difficulty.

Overview of Teacher Use

1. Log in to www.studyisland.com with the username and password your Study Island Admin has provided.
2. Distribute usernames and passwords from the Password List to the students.
3. Create classes using "Class Manager."
4. Create assignments, if desired.
5. Introduce Study Island to your classroom.
6. Track student progress using real-time reports from the School Reports page.

High School: Study Island offers a new high school interface for 9-12 students. **"The Island"** is a separate Study Island website with an interface designed specifically with our high school users in mind. Some of the key features of the high school site include new site organization and the addition of study forums, daily feeds, and a career readiness section. To access the high school website, The Island, students will go to https://hs.studyisland.com, enter their Study Island username and password, and click "Login."

Career Planning - The career readiness section will allow students to build resumes, letters of recommendation, and cover letters. In addition, there is section dedicated to interview tips and informational videos covering different aspects of interviewing for a job and/or college.

Daily Feeds - Each main subject page (English, Social Studies, Math, Science) features a daily or weekly feed such as a word of the day, poem of the day, daily quotes, weekly brain teasers, and weekly weird science facts to generate student discussion.

Passport Stamps - A passport stamp denotes topic mastery in "The Island" high school interface. The passport stamps are comparable to blue ribbons in the K-8 Study Island program. The Passport Stamps will only be seen when logged into the high school website; they will not replace the Blue Ribbons seen when logged into the Study Island website.

Session Types

There are several different study-session modes. To access them, check the box next to the topic then click "Start Studying." On the next page, select the number of questions and choose the desired session type under "Session Options." Select from the following modes:

- Practice Mode – Standard multiple choice or short answer format. By default, questions are in this mode. The number of questions will automatically default to the minimum number required to meet the passing parameter for that topic. Students have the ability to choose the number of questions for that test session.

- Classroom Response System - Teachers will be able to use their CRS classroom clickers with the Study Island program. Please note that your school will need to have already purchased a CRS system to be able to use this feature. You can find complete instructions and system requirements online by clicking Help, FAQs and Troubleshooting, then Clicker Support.

- Printable Worksheet – Students can choose one or multiple topics by putting a check mark next to the topics they want to include on their worksheet. Answers are located at the bottom of a teacher copy; however students do not have access to the answers. **Please note that questions taken in the Printable Worksheet mode cannot be entered into Study Island reports.**

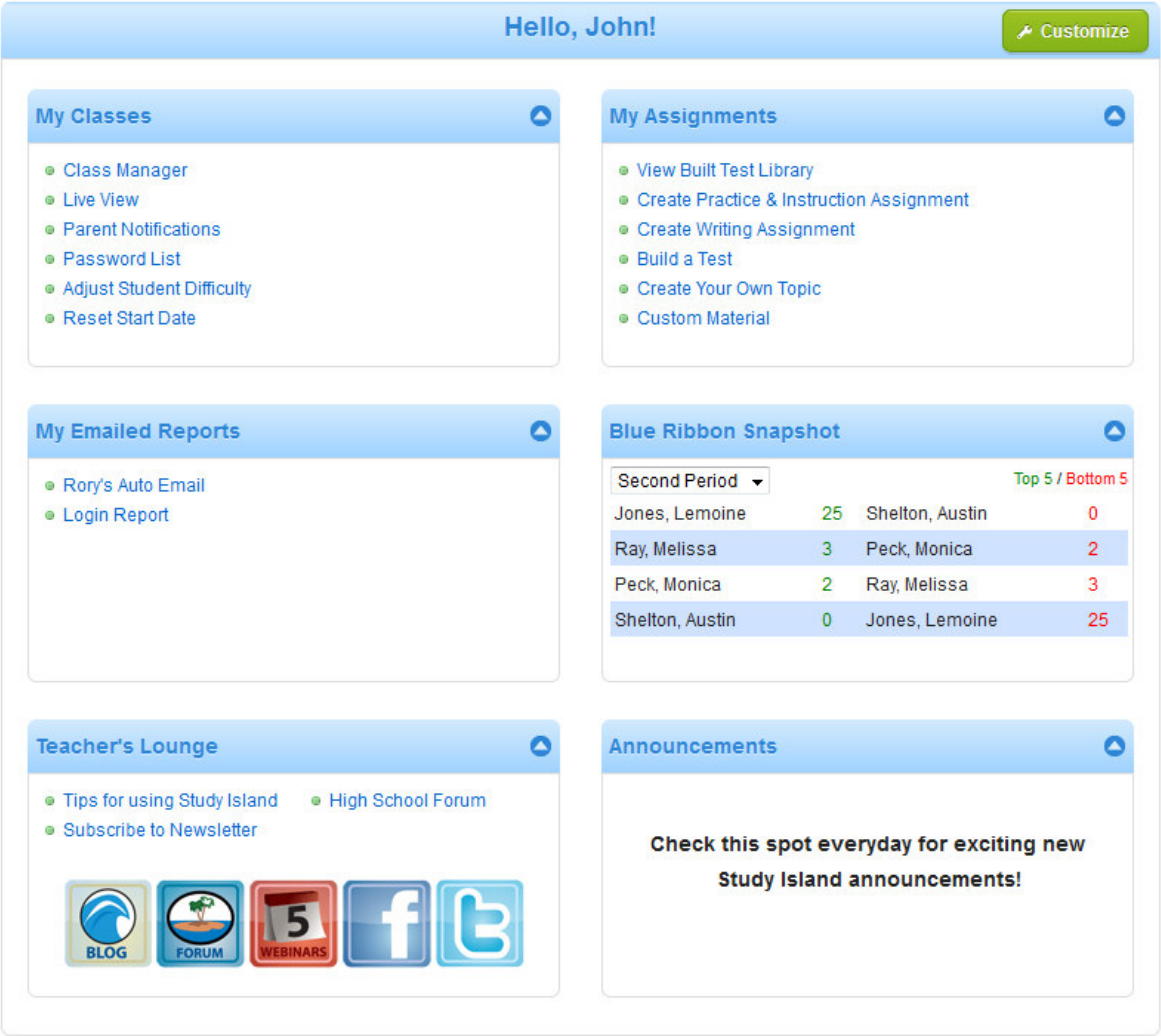
- Game Mode – There are many different games that your students can play. Updated versions of Java and Flash are required to play the games, and are available online as free downloads. Game Mode questions contain the same content as other study modes. **Please note: Playing the games WILL affect the students' scores just as if they were taking a regular test session.** The student can choose games from three difficulty levels: Beginner, Intermediate, or Challenging. The difficulty level does not pertain to the questions, but rather to the level at which the game is played.

Remember: You have the option to control if or when students have access to game mode.

- Flash Cards - When flash cards are enabled, teachers and students will see a flash card icon next to the topic title. Upon clicking the icon, users will be able to choose between interactive digital or printable flash cards. Please note that not all topics have flash cards available.

Teacher Page

The Teacher Page is a dashboard featuring quick-access links to commonly used teacher features. The Teacher Page consists of "My Class" and" My Assignment" sections, which include direct links to features available in the Class Manager. Teachers can also find a list of the reports they have automatically emailed and a snap shot of the top five blue ribbon earners, under "My Emailed Reports" and "Blue Ribbon Snapshot," respectively. Finally, located under "Teachers' Lounge" and "Announcements," teachers will find direct links to Implementation Ideas, Power User Information, Study Island Social Networking and exciting new Study Island Announcements.

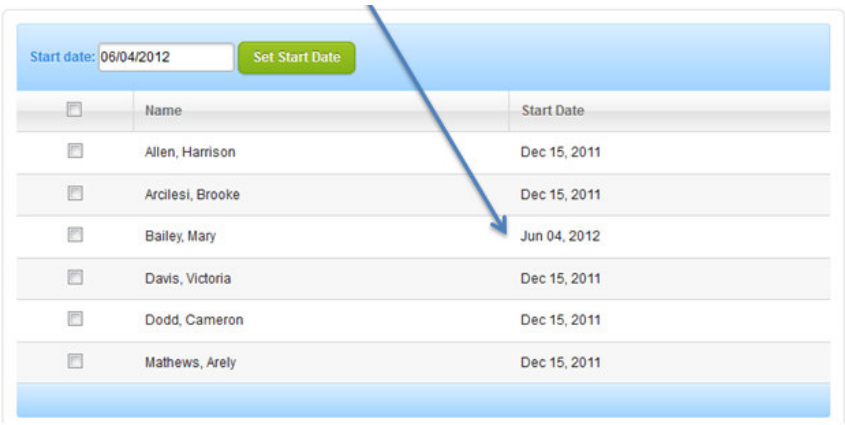


Reset Start Date

Resetting the start date clears out a student's stats (without deleting them) and forces him or her to start fresh; however, teachers may still access old stats. Reports will only include statistics from sessions performed after the new "Start Date." You will still be able to access the students' previous stats by using the filter feature on the reports.

To reset the start date:

1. Click “Reset Start Date” on the Teacher Page.
2. Select a class.
3. Check the box next to the name of the student you want to reset. To select all students at one time, check the box in the header row.
4. Scroll to the top of the page, and click in the box located to the right of “Start Date.”
5. Choose the desired date from the calendar, then click “Set Start Date.”



Class Manager

Study Island enables teachers to group students into specific classes. Classes are simply groupings. A student can be in more than one class at a time, and there is no limit to the number of classes you can create. Classes can also include students from more than one grade level. The “Class Page” and creation of classes is an optional feature and IS NOT required to use the Study Island program.

- Create assignments for an individual student
- Easily view student progress
- See class averages
- Send messages to all students in your class
- Make a class page and class assignments
- Send automatic emails to parents
- View student activity in real-time

To Create a Class:

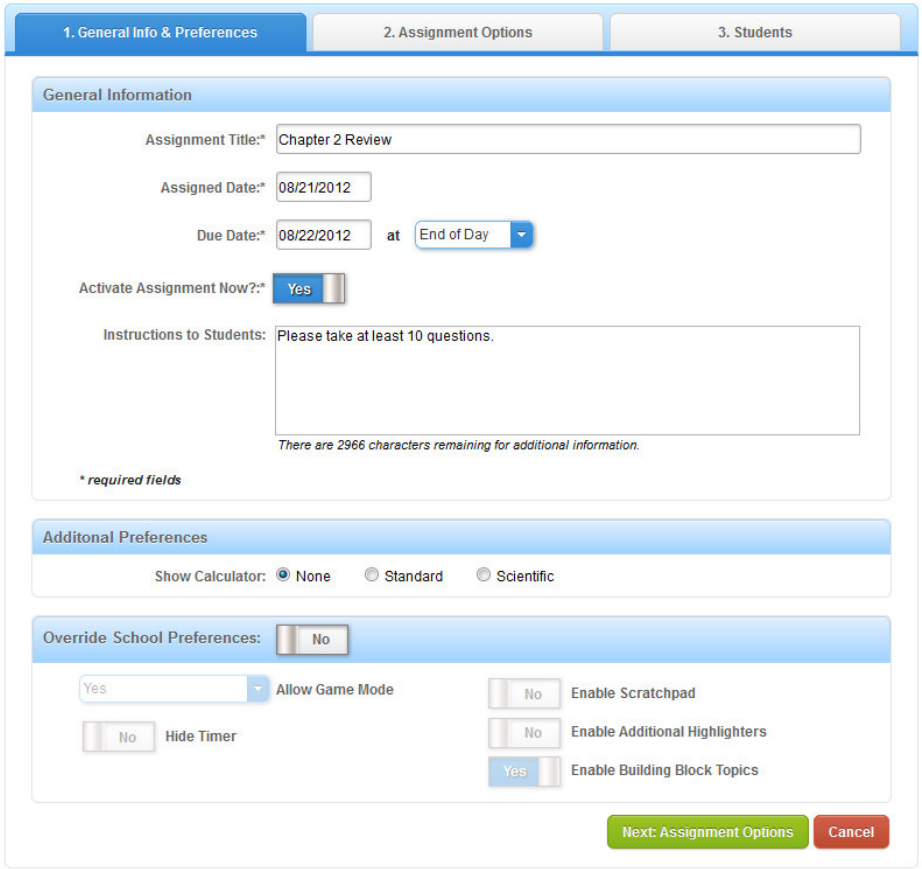
1. Click “Class Manager” on the left side of the screen.
2. Click “Add New Class.”
3. Enter a title for your new class.
4. Teachers may choose to “Override School Preferences.” Here, teachers may control game features, remedial topics, and timer visibility (optional).
5. Click the blue plus sign to the right of the preferred grade level, then check the students you wish to add to the class. If you wish to add all students in a grade level, check the box to the left of that grade level.
6. Click “Save” at the bottom of the screen.

Tip: To edit an existing class, click the “Edit Class” icon on the Class Manager page. To **add** a student to the class, repeat steps 5 and 6. To **remove** a student from the class uncheck the box by the student’s name and click “Save.”

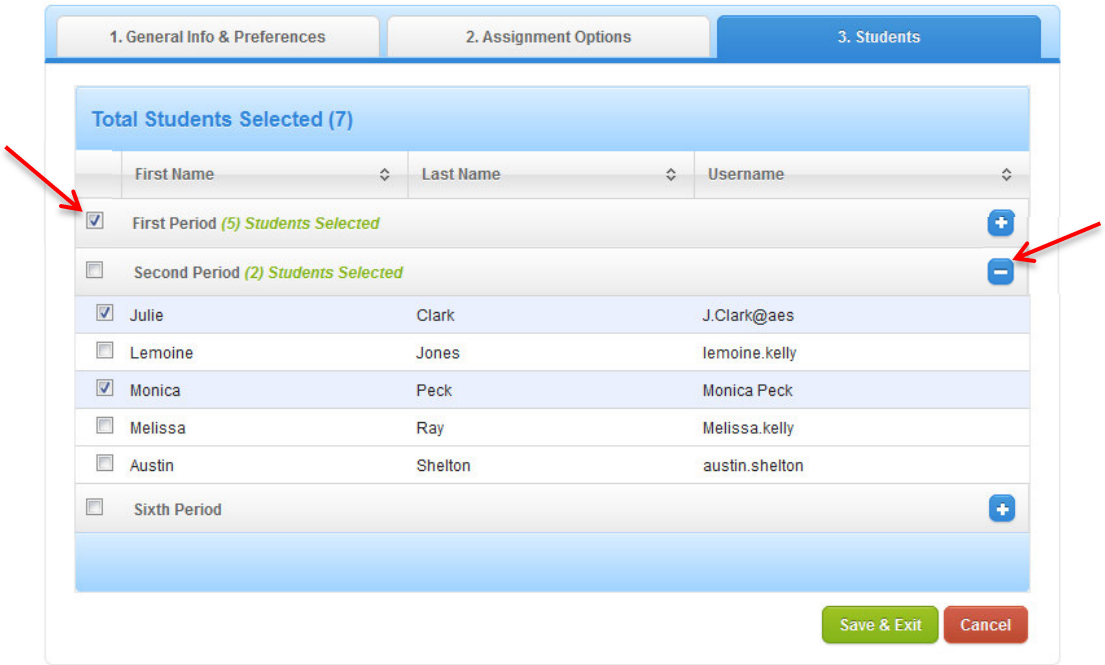
To Create a Practice and Instruction Assignment:

1. Click “Class Manager“ and locate the class to which you want to add an assignment.
2. Click the Class Title.

3. Click “Add Assignment.”
4. Click “Create Assignment” on the “Practice & Instruction Assignment” tab.
5. Enter an Assignment Title.
6. Select the date assigned and the date due by clicking in the boxes for each. Note that this sets your expectations for the students, but does not automatically set your assignment to expire at the end of the time period.
7. Type instructions or any relevant information in the “Instructions to Students” box (Optional).
8. Click the slider button next to “Override School Preferences” to adjust the preferences for the assignment, if desired (the admin must allow teachers the ability to override school preferences).



9. Click “Next: Assignment Options” at the bottom of the screen.
10. Select the Program and Subject to view the topic list.
11. Check the topic(s) then click “Next: Students.”
    a. Assign to a Class(es) by checking the box that corresponds to the class(es) to which you would like to add the assignment.
    OR
    b. Assign to Individual Students by clicking the blue plus sign to the right of the class that corresponds to the student(s) you wish to add to the assignment. Check the box to the left of the student(s) you wish to add to the assignment.
12. Click “Save and Exit.”



Creating a Class Page:
Once a class is created, a Class Page can be made for that class. A Class Page can only be made by the school's admin or the owner of the class. The Class Page must be activated in order for students to access assignments.

1. Click "Class Manager" on the left side of the screen **OR** under "My Classes" on your teacher page.
2. Click the "Class Page and Assignments" icon to the right of the class name.
3. Choose "Yes" by "Class Page Activated." Note: There must be an assignment or note created before the Class Page can be activated.

Class Pages can include the following:

- Class Assignments – instruct students to complete a specific Study Island topic(s)
- Class Schedule – post class events
- Class Notes – post class notes
- Class Links – post class links to other Web sites

Additional options that appear once the Class Page is activated:

- **Default for Students** – When "Yes" is selected, students will see the Class Page upon login. When "No" is selected, students will need to click "My Class" on the left.
- **Block Other Material** – When "Yes" is selected, students will only be able to access Study Island topics assigned on the Class Page(s). They will not be able to navigate to other topics via the navigation bar on the left. **Caution:** If you share students with another teacher, be sure to discuss whether this feature will work for you. When you select "Block Other Material," ALL subjects will be blocked. In order for students to access other teachers' material, those teachers will need to create assignments as well.

<u>LiveView</u>
LiveView is a real-time monitoring system that allows the admin and teachers to observe students' progress as they work. LiveView displays which students in your class are logged in, the assignment and/or topic(s) on which they are working, and the number questions correct out of the number attempted. You can sort any of the columns in the Current Activities section. LiveView also offers an individual student Summary Report, a Weekly Class Performance/Usage Chart, and a Blue Ribbon chart. Please note that LiveView requires a minimum of Adobe Flash 8 to operate.

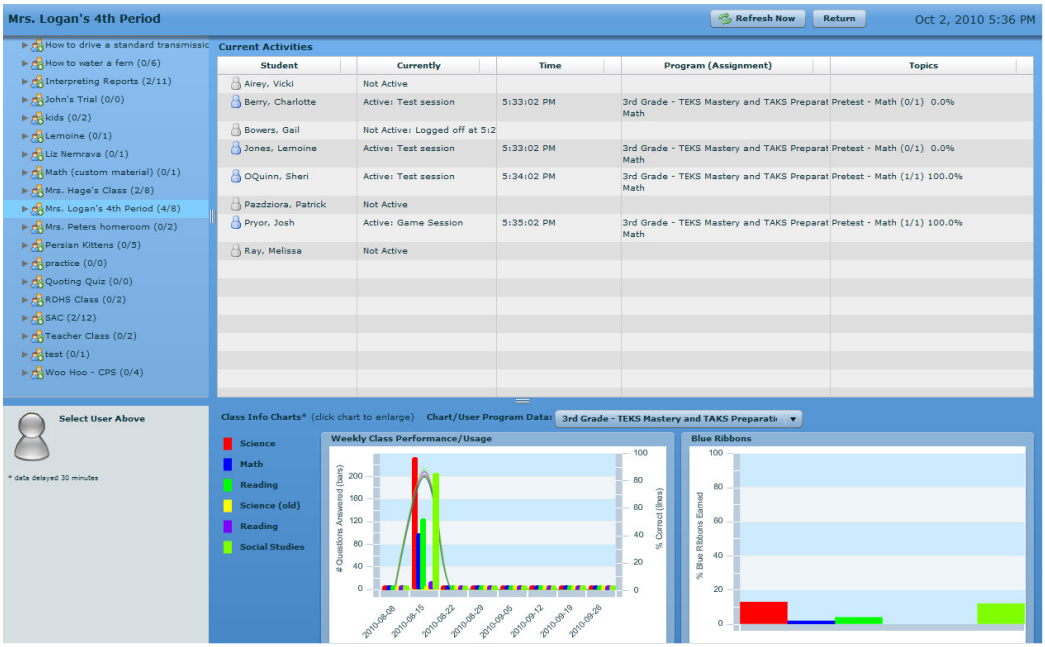
To Use LiveView:

1. Click "Class Manager" on the left side of the screen. Be sure you have already created your class. If not, please see page 33 for instructions on creating a class.
2. Click "LiveView" located above the list of classes.
3. Click on your class title on the left side of the screen.

4. (Optional) To view an Individual Student Summary Report, click on a student's name. The Summary Report will appear at the bottom left of the screen.

To View Class Info Charts:

1. Select the program in the dropdown box next to "Chart/User Program Data."
2. To enlarge the chart, click on the chart itself.



Parent Notifications

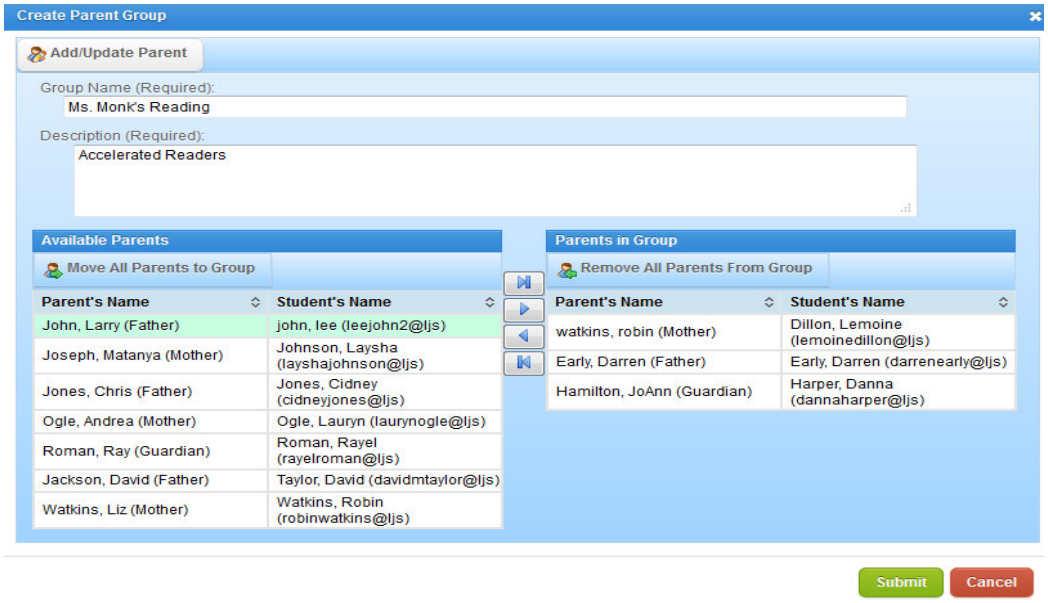
Parent Notifications are automatic emails designed to keep parent(s) involved in their student(s) education process and to promote better communication between parents and teachers. With this feature, a teacher can keep parents informed of their students(s) progress in the program by creating any of several types of Parent Notification Requests. It is recommended that teachers enter valid email addresses under "My Attributes" prior to creating new Notifications for this feature to work properly. **Please note that the admin or teacher must set up "Parents" and "Parent Groups" before a new Notification can be created.**

To Create a Parent:

1. Click "Class Manager" on the left-hand side of the screen, then select the class.
2. Click the "Parent Notification" tab.
3. Click the icon to the right of a student's name.
4. Enter a parent's First Name, Last Name, Email Address, and select the Type from the dropdown box.
5. Click "Save."

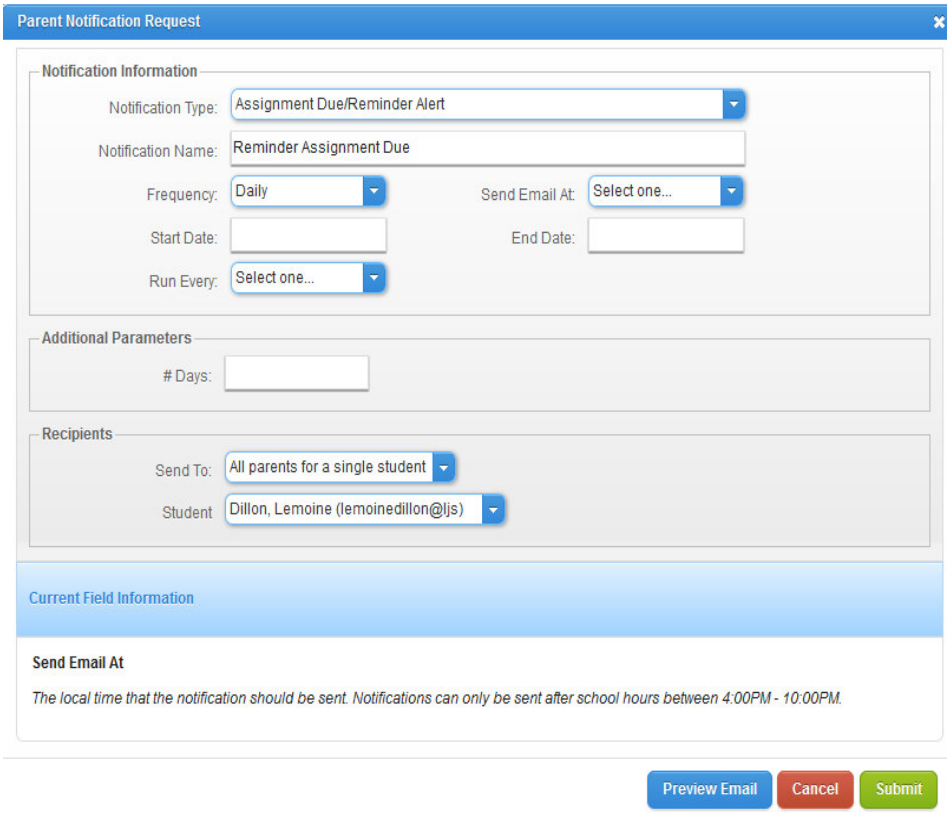
To Create a Parent Group:

1. Click "Class Manager" on the left-hand side of the screen, then select the class.
2. Click the "Parent Notification" tab.
3. Click "Add Parent Group."
4. Enter a name and description for the parent group.
5. Click each parent name under "Available Parents" and use the arrows to add the selected parent(s) to the "Parents in Group." Also, you may click on "Move All Parents to Group" to move all the "Available Parents" to the "Parents in Group" section.
6. Click "Submit."



To Create a Parent Notification:

1. Click "Class Manager" on the left-hand side of the screen, then select the class.
2. Click the "Parent Notification" tab.
3. Click "Add Parent Notification."
4. Select the Notification Type. There are several options available, including "Assignment Due/Reminder Alert" and "Low Score Warning."
5. Enter a Notification Name.
6. Select the Frequency, Time, Start Date, Program, and Subject from the dropdown boxes. **Note: options may vary depending on Notification Type**.
7. Select the Recipients from the "Send To" dropdown box.
8. Click "Submit." Click "Preview Email" to see how the email will appear to selected recipient(s) (optional).

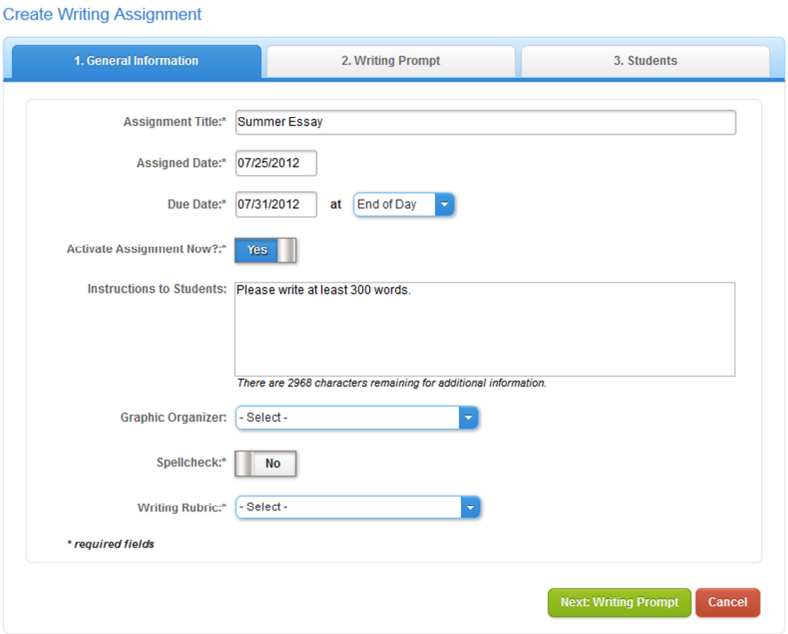


Notification Types Available:

Notification	Description
Assignment Creation Alert	This notifies the parents when a new assignment has been assigned to students in this class.
Assignment Due/Reminder Alert	This notifies the parents when an assignment is close to the due date for students who haven't completed the assignment.
Assignment Overdue/Late Alert	This notifies the parents when an assignment has passed the due date for students who haven't completed the assignment.
Blue Ribbon Alert	This notifies the parents when a student achieves a Blue Ribbon in a subject. An email is sent with the name of program and subject where the student earned the Blue Ribbon. If no Blue Ribbons were earned for a student during the notification period, then no email will be sent to the student's parents.
General Email	This is a general email that can be sent to the student's parents. The body of the email is free-form and can be used to communicate Study Island or non-Study Island information to the parents.
Individual Student Report	This sends an email with a link to the existing Individual Student Report based on the program and subject(s) specified.
Low Score Warning	This notifies the parents when their student's correct percentage falls below the percentage specified for a specific subject within a program.
Suggested Topics	This sends an email with a link to the existing Suggested Topics Report based on the program and subject specified.

Writing Assignment

The Writing Assignment feature is a streamlined, paperless way to develop students' writing skills. Teachers can choose from a selection of grade-specific writing prompts or create their own writing assignments. Students can use online graphic organizers to plan written responses, then create and submit compositions electronically. After viewing submitted assignments online, teachers will be able to leave comments and grade and/or send the composition back to students for revisions. Note: A student will see "Writing Portfolio" as an option on the left side of the screen only once that student has turned in his or her first composition. If a student saves a composition for later, he or she will access the saved composition through the portfolio.



To Create a Writing Assignment:

1. Click "Class Manager" and click on the class title to which you want to add an assignment.
2. Click "Add Assignment."
3. Go to the "Writing Assignment" tab and click "Create Assignment."
4. Enter an "Assignment Title."

5. Select the “Assigned Date” and the “Due Date” by clicking in the boxes for each. Note: this sets your expectations for the students, but does not automatically deactivate your assignment at the end of the time period. Choose Yes/No from the “Activate Assignment Now” slider and type instructions or any relevant information in the “Instructions to Students” box (optional).
6. Select a Graphic Organizer (optional), Select Yes/No from the “Spellcheck” slider, and choose a Writing Rubric.
7. Click “Next: Writing Prompt.”
8. Select a Category (Grade Level), a Writing Prompt, and click on “Next: Students.”
9. Assign to a class(es) and/or individual students.

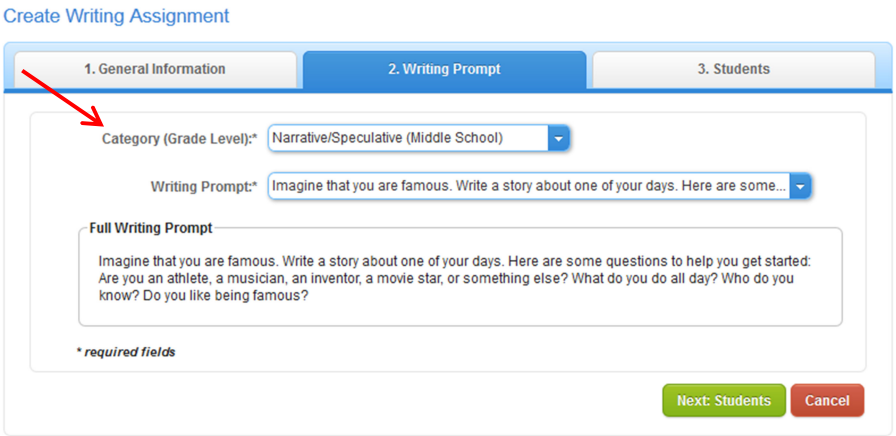
a. Check the box that corresponds to the class(es) to which you wish to add the assignment.

AND/OR

b. Click the icon to the right of the class that corresponds to the student(s) you wish to add to the assignment. Check the box to the left of the student(s) you wish to add to the assignment.

10. Click “Save and Exit.”

Students can access current and previous writing compositions by clicking “Writing Portfolio” on the left side of the page after a composition has been submitted.



To Review/Grade a Writing Assignment:

1. Click “Class Manager” and click on the class title to which you want to add an assignment.
2. Click the “View and Grade Assignments” icon to the right of the assignment title.
3. Click “Grade” next to the submitted composition. Here you will be able to view the submitted assignment online, leave comments, grade and/or return the compositions to students for revisions.
4. Click “Mark as Completed” when you are finished grading the assignment.

To Delete a Composition:

1. Click “School Reports” on the left side of the screen.
2. Choose the “Assignment Report.”
3. Select “View Report” after selecting the class and assignment.
4. To the right of the student’s name, click the number under the “# Versions” column.
5. Check off the appropriate composition and click “Remove Checked Records.”

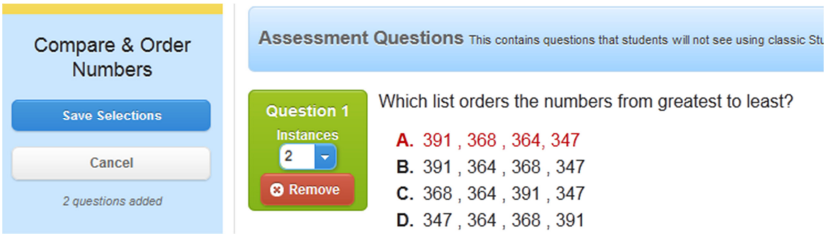
Test Builder

The Test Builder allows teachers to create their own customized assessments to measure student proficiency and progress. Teachers can choose questions from either the standard Study Island question bank or from a new question bank designed specifically for the Test Builder. The Test Builder is available for all grades and subjects. Please note that not all subjects and topics have unique question banks available.

To Build a Test:

1. Click “Class Manager” and click on the class title to which you want to add an assignment.
2. Click “Add Assignment.”
3. Go to the “Test Builder” tab and click “Create Assignment.”

4. Enter a “Title” and “Additional Information” (optional), then click “Next: Questions.”
5. Select a Program and Subject, then click on the desired topic.
6. Choose the number of “instances” for each question stem. An instance is the number of times that specific question stem will appear on the assessment. While the question stem will remain the same, the actual values included in the question will vary for each instance.
7. Click “Add” to add the question to the assessment; the box to the left of your question will turn green. After a question has been added, you may click “Remove” to remove it.
8. Scroll to the top of the page and click “Save Selections.” If you would like to include additional topics, repeat steps 5-8.
9. You may now either “Save To Library & Exit” or “Create Assignment Now.”
10. To create the assignment now, enter an assignment title.
11. Select the “Assigned Date” and the “Due Date” by clicking in the boxes for each. Note: this sets your expectations for the students, but does not automatically deactivate your assignment at the end of the time period.
12. Choose whether or not your assignment should be activated now.
13. Type instructions or any relevant information in the “Instructions to Students” box (optional).
14. Adjust the “Additional Preferences” if you wish. If the admin allows, teachers click the slider button to “Yes” next to “Override School Preferences” to adjust the class preferences (optional).
15. Click “Next: Students.”
16. Check off your class or specific students.
17. Click “Save & Exit.”



Built Tests Library:
The Built Test Library allows you to create and store “Built Tests.” From the Built Tests Library, you will be able to share and unshare tests, assign tests to your classes, edit tests that have not been assigned or shared, and delete your tests.

School Reports Page

The “School Reports” page is used to generate reports on student progress. You can access this page through the “School Reports” link on the left side of the screen. Both the administrator and teachers have access to this page; students do not. (See the Help tab for a description of the various reports.)

<u>Emailed Report Manager</u>
Teachers can choose to set up Study Island reports to be automatically emailed each week.
To set up an automatic email:

- Click “School Reports” on the left side of the screen.
- Pull the report of your choice.
- Click “Automatically Email Report,” if available, within the report to sign up to receive it periodically via email.

<u>Password List</u>
The Password List feature gives you a printer friendly version of the login information for all users in your school. You can view the entire school roster or view the roster by class by clicking on the dropdown box in the upper right corner. This is an easy way to look up students’ or teachers’ passwords if they forget. Please note that teachers do not have access to other teachers’ passwords. The Password List may also be accessed by clicking “Password List” under “My Classes” on your teacher page.

Adjust Student Difficulty

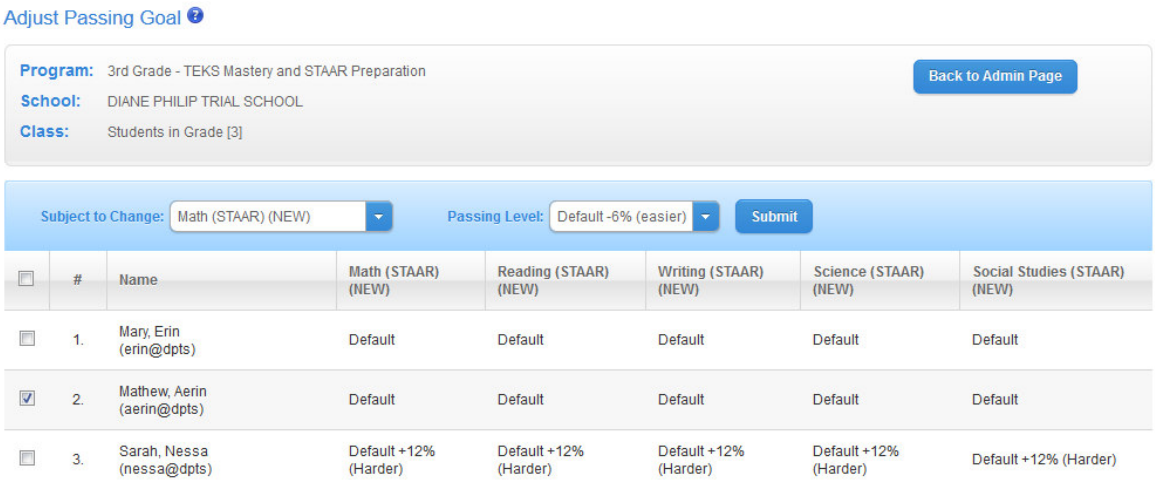
This feature allows the admin and teachers to adjust settings to meet student needs.

TAB 1: Adjust Passing Goal

The "Adjust Passing Goal" feature allows you to adjust the percentage that a student needs to achieve in order to pass the topics. *Adjusting the passing goal does not affect the difficulty level of the questions, just the percentage required to pass a topic.* You can find Study Island's default passing percentage by choosing the grade on the left side of the page, then choosing the subject. The minimum requirements are listed under the column "Passing Goal." The first number is the minimum number of questions that must be answered, and the second number is the minimum percentage that must be achieved.

To adjust the passing goals:

1. Select the program, then the class or grade level the student(s) is in and click "Next."
2. Check the boxes to the left of the student(s) you want to change. Select all students at one time by checking the box in the header row.
3. In the dropdown box next to "Subject to Change," select the subject you would like to change.
4. In the dropdown box next to "Passing Level," select the preferred percentage.
5. Click "Submit" to save changes.

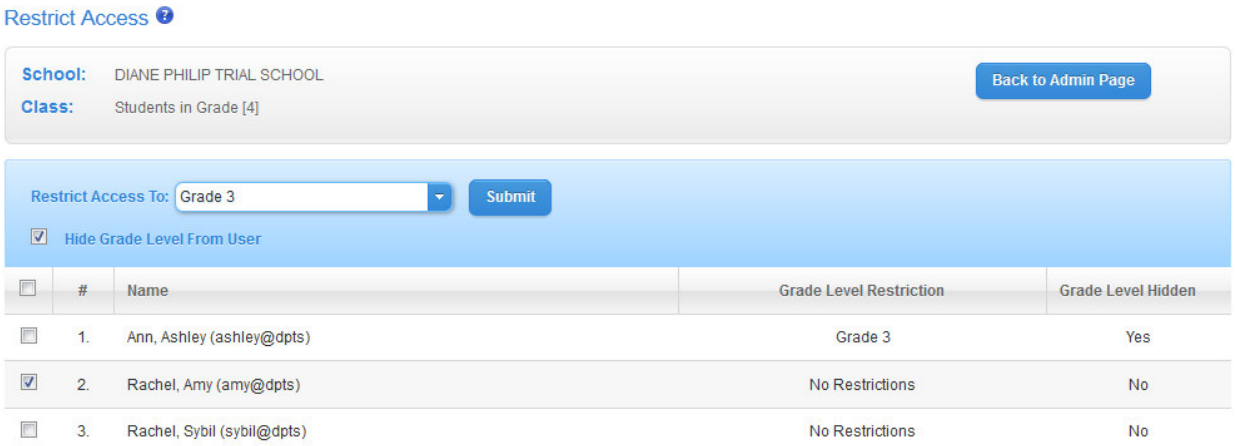


TAB 2: Restrict Access

With this feature, you can restrict students to lower or higher grade-level material. You can also hide the grade level of the material from the student. This is a great option for special needs students.

To restrict access:

1. Select the class or grade level the student(s) is in and click "Next."
2. Select the appropriate student(s) by placing a check in the appropriate column next to their name. Select all students at one time by checking the box in the header row.
3. In the dropdown box next to "Restrict Access To," choose the grade level in which to restrict the student(s).
4. Optional: Check the box for "Hide Grade Level from User."
5. Click "Submit" to save changes.



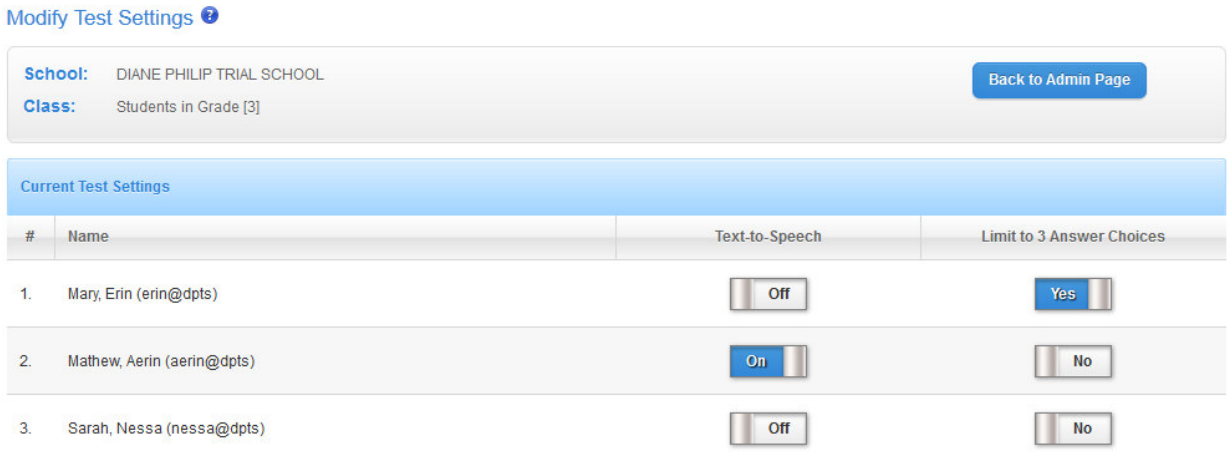
TAB 3: Modify Test Settings

The "Modify Test Settings" feature allows you to enable and disable special needs support for students. There are two options located here: Text-to-Speech and Limited Answer Choices.

Text-to-Speech allows students to select text to be read aloud through the computer's speakers or headphones. This feature is designed for and most beneficial to beginning readers, special needs students, and auditory learners. Note: Admins must allow teachers to enable Text-to-Speech by going to the admin page and selecting "Yes" for the option "Allow Teachers to Adjust Student Difficulty and Reset Start Date" under the School Preferences tab.
Limiting the number of answer choices reduces the number of answer choices shown in tests, games, and printable worksheets to three.

To enable Text-to-Speech or Limit to 3 Answer Choices:

1. Select the class or grade level of the student(s) and click "Next."
2. Use the slider to change the option to "On" under the appropriate column for each student.

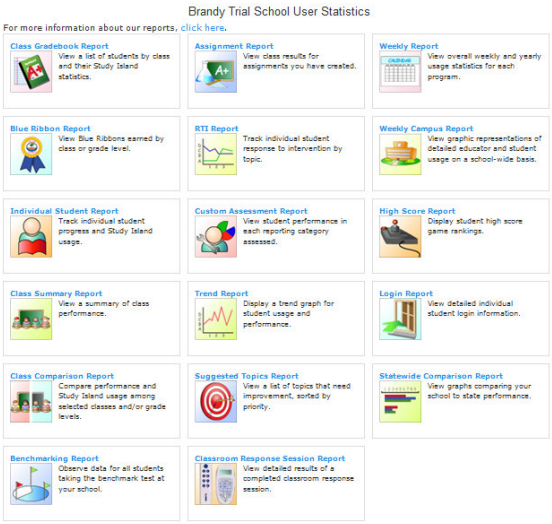


To Use Text-to-Speech:

1. Use the mouse to select the text you wish to have read aloud.
2. Click the "Play" icon.

Reports

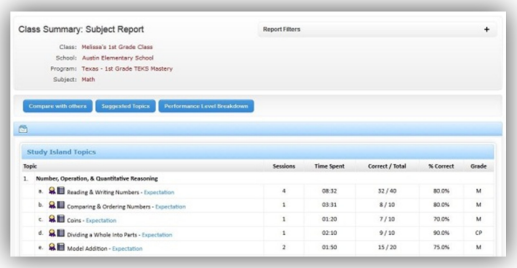
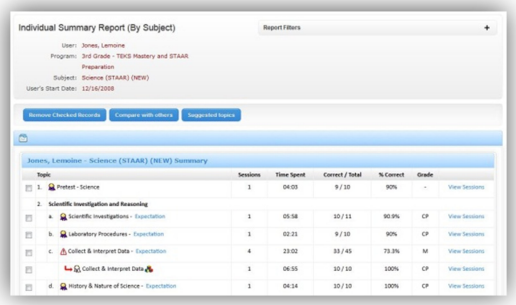
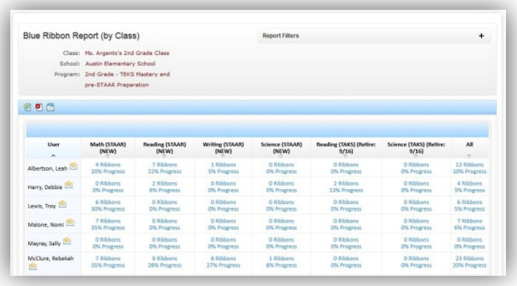
The School Reports page is used to generate reports on student progress. You can access this page through the “School Reports” link on the left side of the screen. Both the administrator and teachers have access to this page; students do not. Here, teachers are able to run reports on their students and also view a copy of the “Password List.”

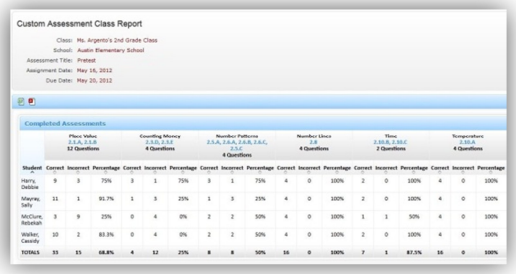
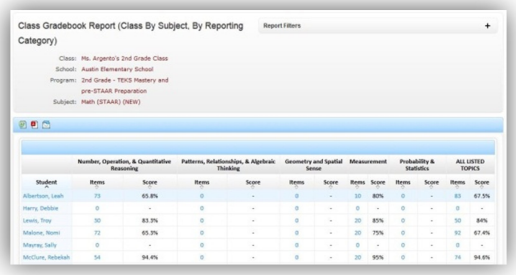
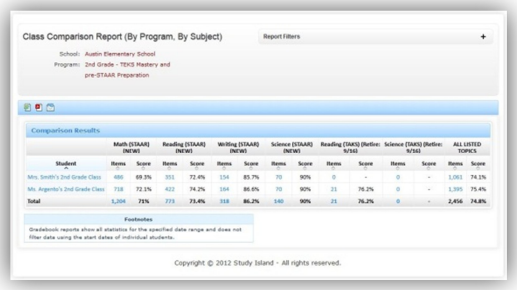
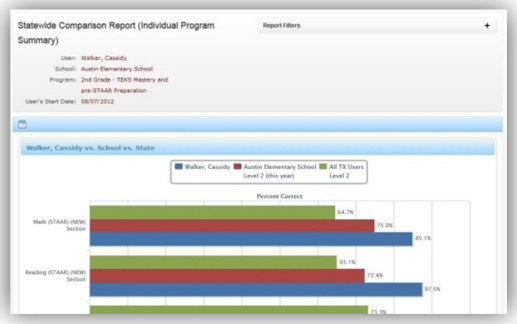
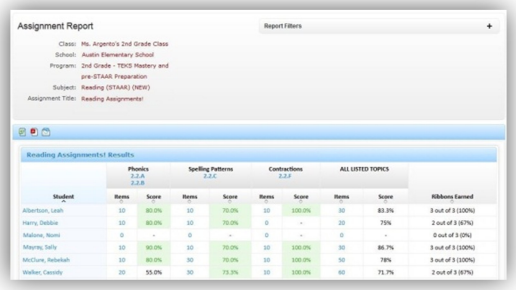


<u>Delete Individual Practice Sessions</u>

Teachers can delete individual practice sessions by going to the School Reports page and pulling an Individual Student Report. You can also delete entire topics by checking the box to the left of the topic title and then clicking “Remove Checked Records.”

1. Log in, go to the “School Reports” page, and pull an Individual Student Report.
2. Click the number of sessions that corresponds with the topic in question (under the Sessions column).
3. Check the session you wish to delete.
4. Click “Remove Checked Sessions.”

IF YOU WANT TO:	TRY THIS:	
Find the strengths/weaknesses of the class	Select **Class Summary Report.** Select a subject. Click “Suggested Topics” or “Performance Level Breakdown.”	
View individual statistics for a student’s progress	Select **Individual Student Report.** Choose the student you’d like to view. Choose “All Students” to view and print your entire class.	
Find the percentage of the program that has been completed with Blue Ribbons	Select **Blue Ribbon Report.** Select the class and program you wish to view.	
View a breakdown of all students and their progress within a subject and topic	Select **Class Gradebook Report.** Choose “By Subject Broken Down By Topic.”	
View a snapshot of educator and student usage with tips on how to optimize implementation within your school	Select **Weekly Campus Report**. Select the week.	

IF YOU WANT TO:	TRY THIS:	
View the results of Built Test	Select **Built Test Report.** Choose the class and assessment.	
View student statistics based on state assessment reporting categories	Select **Class Gradebook Report.** Select "Subject Broken Down by Reporting Category."	
Compare usage and performance between classes and/or grade levels	Select **Class Comparison Report.** Select "By Program Broken Down By Subject." Choose the classes and program you'd like to view.	
Compare students with other Study Island users in the state	Select **Class Summary Report** or **Individual Student Report.** Choose the class or individual student (if running the Individual Student Report). Click "Compare with Others."	
View results for an assignment created in Class Manager	Select **Assignment Report.** Select the class and assignment.	

Additional Features and Information

My Attributes
The "My Attributes" page allows users to change their user information, including username, password, and other attributes. Please note that the admin can block attribute changes from the admin page.

My High Scores
"My High Scores" allows users to see the highest game scores that they have received while playing the games.

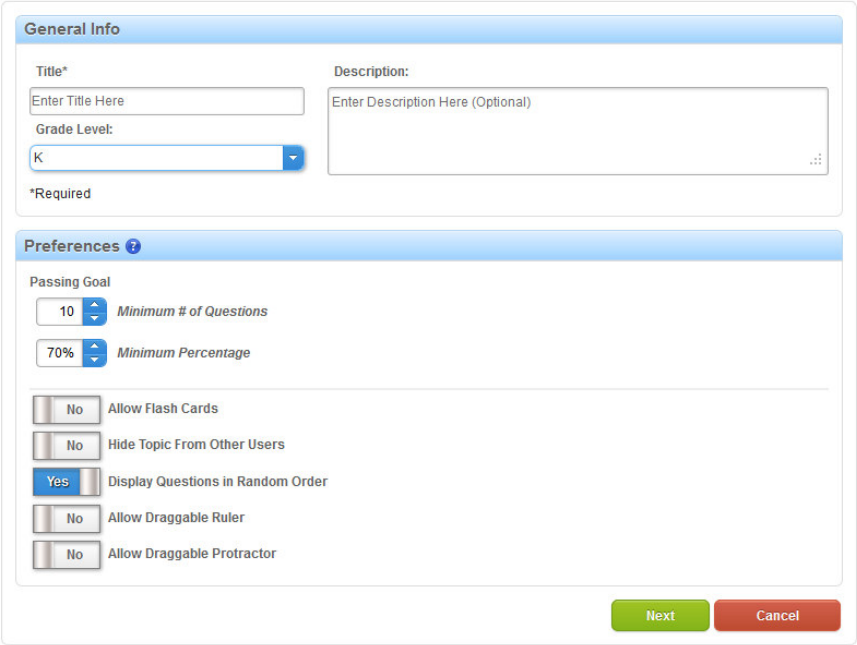
Message Center
Study Island offers a messaging center where users can message the administrator, teachers, and students. This Message Center is helpful in assigning homework or allowing the students to ask questions. Messages can be accessed by clicking the envelope icon at the top of the screen. There are envelope icons (✉) next to the usernames in several of the reports that can be clicked to send users a message. The admin for your school can turn the Message Center off if desired.

Building Block Topics (Remedial Topics)
If a student is having difficulty passing a topic, a yellow hazard symbol will appear next to the topic, and often an additional topic will appear below. The remedial topic that appears is also referred to as a Building Block Topic. It has a lower difficulty level than the topic in which the student was having trouble. The student can no longer attempt the original topic until he or she has passed the Building Block Topic. Passing the Building Block Topic is represented by a white ribbon. Once the building block topic is passed, the student will need to go back and pass (get a blue ribbon) the on-grade-level topic as well.

Custom Material
Teachers have the ability to create custom topics in the Study Island program which can include a lesson along with assessment questions and explanations. Once a teacher creates a custom topic, students can log in to Study Island and attempt the topics the same way they attempt the other Study Island topics. Teachers can assign it by creating a Practice and Instruction assignment and selecting Custom Material as the topic. Additionally, admins can click on "Alter Subjects" to add Custom Material to the list of topics.

Create Custom Material

1. Click "Custom Material" on the left side of the screen.
2. Click "Create New Topic" on the upper right side of the screen.
3. Give your topic a name, description, and grade level.
4. Set the Preferences (optional) for your test.
5. Click "Next" to begin.



Write a Question

1. Use the "Question Type" dropdown box to choose between multiple choice, true/false, or short answer questions.
2. Click "Turn Editor On" on the right side of the screen before you begin working. Type your question in the question section and your correct answer in the answer section.
3. Click "Wrong Answers" to add wrong answers. Type your first wrong answer and click "Add New" for each additional wrong answer you want to create. If you do not add wrong answers, the system will pull answers from other questions you have written. If you have not written any wrong answers, it will default to random numbers.
4. Click "Add New" to write your next question. Repeat steps 1-4 until you've added all your questions.
5. Click "Save Topic."

TIP: Use the editor toolbar to change font, add exponents, spellcheck, add symbols, insert tables, and add pictures.

Add Pictures to a Question

1. Click the "Insert/Edit Image" icon in the editor toolbar.
2. Browse for an image on your computer, select an image from previously uploaded images in Custom Material, or upload an image from a website.
3. Click "Insert" to insert selected picture.
4. Optional – You may choose to upload images into Custom Material by clicking "File Upload Mgr" on the left side of the screen. Simply browse for your file and click "Upload." Click "Close" when finished.

CAUTION: If you simply copy and paste an image into a question, it may attach hidden HTML coding that could impact your question formatting.

Add an Attachment or Lesson

1. Click "Attachment" or "Lesson."
2. Choose an existing attachment from the dropdown box or click "Create New."

<u>Professional Development</u>

The Professional Development Toolbox is designed as a teacher resource and includes math and reading lesson plans, demonstration videos, activities for instruction, and digital and supplemental resources. Each lesson plan contains a pre-assessment, guided practice activities, and differentiated activities for on-level, struggling, and advanced learners. The video, if available, corresponds to the lesson plan and covers the pre-assessment, introduction of new material, and guided practice activities. Please note that Professional Development features are not available in all topics.

To access the Professional Development Toolbox:

1. Click a grade level under Programs on the left hand side of the screen.
2. Click a subject.
3. Click the green checkmark ( ) to the right of the topic for which you would like to view the Professional Development Toolbox.
4. Click the tab you wish to view (Videos, Lesson Plans, or Digital Resources). Please note that not all Professional Development Toolboxes contain all toolbox features.

<u>Study Island Mobile</u>

Study Island Mobile was designed to allow admins, teachers, and students to access a mobile-friendly version of Study Island. Admins and teachers may view a simplified version of the Class Manager page including classes and Practice and Instruction assignments, take test sessions, and view Study Island reports and user statistics. Students may view their class pages and Practice and Instruction assignments, take test sessions, and view their individual student reports. Please note that Study Island Mobile does not allow access to the entirety of the Study Island program. Users wishing to create assignments, access Test Builder, or play games should proceed to Study Island's desktop version.

Browser Compatibility

Desktop Browser Support

Study Island develops new features which require browsers that support the latest JavaScript frameworks to display and operate properly.

Microsoft Windows	
Browser	**Version**
Internet Explorer*	**8.0+**
Firefox**	**3.6+**
*Requires Windows XP and newer **Requires Windows 2000 and newer	

Apple OSX	
Browser	**Version**
Firefox*	**3.6+**
Safari*	**4.0+**
*Requires Mac OS X 10.4.11 and newer	

Support for Alternative and Obsolete Browsers

Browsers such as Chrome, SeaMonkey, or older versions of the above may operate correctly. These browsers, however, are not tested, and thus not officially supported at this time.

Mobile Browser Support

Beginning in September of 2011, Study Island began optimizing various aspects of the interface to operate with mobile devices. At this time, we will only be supporting the native browsers on the devices and operating systems listed below.

Google Android		
Device Type	**OS**	**Tested Resolution**
Large Tablet Devices	**3.1+**	**1280x800**
Small Tablet Devices	**2.2+**	**1024x600**
Phone Devices	**2.2+**	**854x480**

Apple iOS		
Device Type	**OS**	**Tested Resolution**
iPad	**4.2+**	**1024x768**
iPhone*	**4.2+**	**960x640**
iPod Touch*	**4.2+**	**960x640**
*Requires 2nd Generation Device		

Multimedia Content Support: Some Study Island lesson content and games are written in Adobe Flash, which may not be compatible with all devices at the time of this documentation.

Support for Alternative and Obsolete Devices and Browsers

Devices with the below mentioned operating systems or alternative browsers such as Opera or Firefox may operate correctly. These browsers, however, are not tested, and thus not officially supported by Study Island at this time.

Unofficially Supported Devices	
Device Type	**OS**
Google Android	1.5+
Apple iOS	3.1+
Windows Mobile	7.0+
BlackBerry OS	6.0+

Implementing Study Island at Your School

Study Island's versatility is virtually boundless, but to get you started here are a few ideas for use in the home, lab, and classroom. Remember: the HELP tab contains video tutorials, documents, and PowerPoints to assist with implementing Study Island on your campus. For a customized implementation plan, email implementation@studyisland.com to schedule a free consultation with your Implementation Specialist.

Lab Time

Ensure Efficiency: Create assignments in the "Class Manager" section. This way, even if a teacher can't be present in a computer lab, their students will know what to work to complete. This also makes differentiating instruction much easier!

Monitor Progress: Use Live View to monitor students while in the computer lab. You can see what topics students are working on and how well they are doing. This can really help with classroom management, especially when you are trying to work with individual students while keeping the rest of the class on task. *HELPFUL HINT: If you project Live View at the front of the class, adjust the width of the "Topics" column in order to hide student grades and maintain confidentiality.*

Current Activities

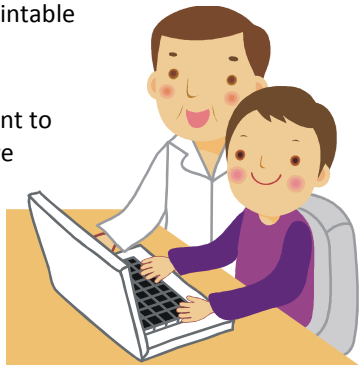
Student	Currently	Time	Program (Assignment)	Topics
Witty, William	Active: Messaging	11:33:25 AM		
Barton, Andy	Active: Test session	11:35:25 AM	(Context Clues)	Context Clues (4/5) 80.0%
Witty, Heidi	Active: Game Session	11:35:25 AM	4th Grade - KCCT Preparation Math	Pretest - Math (1/4) 25.0%

Meet with the Chief: Working with struggling learners? Take this idea from **Truman Elementary, MO:**

> While in the Computer Lab, review a Study Island Lesson with the class. After working through 3-5 problems as a group, students can work independently. After about 10 minutes, gather a small group of students to "Meet with the Chief." Review the student's results from on the material they've completed, and differentiate instruction accordingly during their "Meeting."

Home Time

Assign Study Island as Homework: Use Class Manager to post assignments on your Study Island class page. You'll be amazed at how few students 'forget' their homework at home! Let parents know about Study Island too. They will appreciate having a free resource to use at home with their child. *Not all of your students have home computers?* No worries! Create Printable Worksheets for them to take home and study.



Email Reports to Parents: Schedule Parent Notifications to have student reports automatically sent to parents. Possible notification types include assignment alerts, the Individual Student Report, Low Score Warning, and Blue Ribbon alert. This is a great way to keep parents informed!

Certificate of Completion: Send a certificate home at the end of the school year telling parents what a great job their student did! There is an example of a certificate on page 30 of this manual.

Class Time

Warm Up/Conclusion Activity: Project Study Island at the front of the class using Test Mode, Game Mode, or Classroom Response System Mode. This can be a great way to get students engaged in a lesson or summarize what was just taught.

Small Group Activities: Use Study Island Printable Worksheets to create small group activities for your class. Groups can rotate to different stations or have assigned topics to present to the class.

Set Goals and Encourage Competition: Study Island reports allow you to see questions answered, Blue Ribbons earned, time spent, and much more! These data points can be used to motivate students and encourage them to try their best. Use your class or school bulletin board to show off student progress!

Dear Parent or Guardian,

Our school has purchased a subscription to a research-based standards mastery program called Study Island. During our subscription, your child can access Study Island free of charge anywhere that Internet access is available. Study Island has site-wide security features in place to provide greater peace of mind.

We are excited about the benefits this program can bring to our students, and we encourage you to take advantage of this opportunity. Please feel free to contact Study Island at 800-419-3191 or support@studyisland.com if you have any questions.

Sincerely,

Principal

Using Study Island from Home

Study Island is completely Web-based, which allows students to access the program from any computer with an Internet connection and a standard Web browser. Study session results are automatically recorded for teacher review, including results from sessions completed outside of school.

The program is divided into sections based on subject (math, reading, etc.). Each section is made up of 15 to 30 topics, with each topic containing about 20 to 30 questions. Topics are accompanied by a lesson, which contains a brief overview of the material covered in that topic.

Follow the instructions below to use the program:

1. Go to www.studyisland.com.
2. Enter your username and password at the upper left side of the screen, and click "Submit." Students will receive a username and password from their school.
3. Click on a subject (math, reading, etc.).
4. If this is the first time using the program, click "Pretest." **You must complete 10 Pretest questions to unlock the rest of the content in that subject.** If there is no Pretest option, or if you have already taken the Pretest, you may move on to the other content topics.
5. Choose a Session Type. The default setting is Practice Mode, however students may also select Printable Worksheet or Game Mode if permitted by the school.
6. To pass a topic, you must meet the passing requirements, which are based on a minimum number of questions answered (usually 10) and a minimum percentage correct (around 70%). A blue ribbon icon ( ) is displayed next to all passed topics.
7. Once you have completed the Pretest, you may work through the remainder of the topics in any order. You must pass all topics before taking the Post Test.
8. Once you have passed all the topics, you must pass the Post Test to complete the subject. Ignore this step if the subject has no Post Test.
9. When you pass all topics in all subjects, you have completed the program.

To Access Reports:

Select a subject under Reports on the left-hand side of the screen to access your reports.

Estimados Padres o Tutores:

Nuestra escuela ha comprado una suscripción a un programa de dominio de estándares basado en investigación, este programa se llama Study Island. ¡Durante el período de suscripción su hijo puede acceder a Study Island de manera gratuita en cualquier lugar que tenga acceso a Internet! En todo el sitio de Study Island existen sistemas de seguridad internos para brindarle una mayor tranquilidad.

Estamos muy entusiasmados con los beneficios que este programa puede brindar a nuestros alumnos, nosotros queremos que usted saque provecho de esta oportunidad. Si tiene alguna duda o comentario, por favor no dude en ponerse en contacto con Study Island al teléfono 800-419-3191 o al correo electrónico support@studyisland.com.

Sinceramente,
El Director

Utilizando Study Island en la Casa

Study Island es un programa que está completamente basado en Internet, esto permite a los alumnos tener acceso al programa desde cualquier computadora que tenga una conexión a Internet y un buscador de internet estándar. Los resultados de las sesiones de Study Island se registran automáticamente para que los profesores puedan revisarlos, esto incluye los resultados de las sesiones que se realizan fuera de la escuela.

El programa está dividido en secciones basadas por las materias (Matemáticas, Lectura, etc.). Cada sección se compone de 15 a 30 temas, cada tema se compone de 20 a 30 preguntas. Los temas están acompañados de una lección, la cual contiene una breve descripción del material cubierto en el tema.

Siga las siguientes instrucciones para usar el programa:

1. Vaya al sitio www.studyisland.com

2. Ingrese el nombre del usuario "*username*" y la contraseña "*password*" en la parte izquierda superior. Después haga clic en el botón "*Submit*". Los estudiantes recibirán el nombre del usuario y la contraseña en la escuela.

3. Haga clic en una materia (Matemáticas, Lectura, etc.).

4. Si está utilizando el programa por primera vez haga clic en el botón "*pretest*" examen preliminar. **Usted deberá de completar 10 preguntas del examen preliminar para tener acceso al contenido restante de la materia.** Si no hay una opción de "*pretest*" examen preliminar o si ya la tomó, usted puede acceder a los otros temas.

5. Elija un tipo de sesión. El tipo de sesión que aparece como regla, es el modo de practica, no obstante los estudiantes pueden seleccionar otros modos como el de impresión de hoja de trabajo o juegos, en caso de que estén permitidos en la escuela.

6. Para aprobar un tema, usted debe de cumplir con los requisitos para aprobar. Estos requisitos se basa en el número de preguntas contestadas (generalmente 10) y un porcentaje mínimo de respuestas correctas (70%). Un icono de un listón azul aparecerá junto a todos los temas que sean aprobados.

7. Una vez que haya completado el examen preliminar, usted podrá acceder el resto de los temas en el orden que usted desee. Usted debe de aprobar todos los temas antes de tomar el Post Test.

8. Una vez que usted haya aprobado todos los temas, usted será capaz de aprobar el Post Test. Usted debe de aprobar el Post Test para completar la materia. En caso que la materia no tenga Post Test, ignore este paso.

9. Una vez que haya aprobado todos los temas de todas las materias, usted habrá terminado el programa.

Como Acceder a los Reportes:
Seleccione una materia en lado izquierdo de la pantalla para tener acceso a los informes

Troubleshooting

Problem:	Possible Solution:
I signed up for Study Island, but I haven't received any software or materials.	Study Island is completely Web-based, so no software or materials will be shipped. When a school signs up, we will email the admin a username and password, along with an instruction manual containing directions on how to start using the Study Island program.
I tried to log on with my username and password, and it says that my information is invalid.	Verify that you have entered your login information exactly as provided. The login information is not case sensitive, but please make sure you are entering the EXACT username and password, including spacing and/or punctuation.
Nothing happens when I click a topic to start studying.	All students must take a pretest of at least ten questions before they are allowed to access topics in that subject. There is no passing requirement for the pretest.
Is there a problem with Study Island scoring? A student received a 0% on his or her first practice session. On the second attempt he or she received a 100%, but the score says 75%.	75% is the final cumulative score. The system takes the total number of correct answers and divides that by the total number of attempted questions.
A student received a score of 100% on his or her last session, but did not receive a blue ribbon for that particular topic.	Study Island uses cumulative scores to measure student progress. Students must receive a cumulative score that is equal to or greater than the percentage listed in the "Passing Goal" column of the main page for that subject; as well as complete the required number of questions. So, if the percentage needed is 70%, students must have a *cumulative* score of at least 70% to receive a blue ribbon for that topic.
Can a teacher clear test sessions that are holding a student's average down?	Yes. For instructions see page 16.
As I was working with a student today, I noticed that the student was struggling to pass a topic. Can I delete sessions from my student's login screen instead of having to login as a teacher?	Yes. When students are viewing their own session stats, there are check boxes next to each session and a "Remove Checked Sessions" button at the top. When users try to remove sessions from a student login, they are prompted to enter a teacher username and password. A message will be sent to the teacher's Message Center when a session is deleted.
There is a red "X" in the corner where an image should appear.	The images may load by right-clicking (or holding the button down if using a Mac) where the image should appear and selecting to show the image on the resulting menu.
I think I found an error in a question. How do I report this?	Click "Comment on Question" in the upper right-hand corner. This allows our content editors to find the specific question and make changes, if necessary.
I'm having difficulty using/viewing the games.	Go to http://www.studyisland.com/gametest.cfm to help diagnose the problem.

Glossary

Adjust Student Difficulty - feature found on the School Reports page that allows admins and teachers (if allowed) to adjust the percentage correct required to achieve the blue ribbon and force students into lower or higher grade level material

Administrator – person from your school or district designated to register students and teachers, update the roster as needed, and set global preferences for the program

Assignment - topic(s) chosen by the teacher for the students to complete; created on the Class Manager Page and accessed through the Class Page. See 'Completed Assignment.'

Attributes – individual data for each user, such as grade level, username, password, and demographics

Block Other Material - feature that allows you to designate the material to which your students have access. Students will only be able to access Study Island topics assigned on the Class Page(s).

Blue Ribbon – the designation of topic mastery

Building Block – remedial material automatically generated when a student does not meet certain passing requirements

Built Test Library – digital library containing a list of all assessments created by you or shared by others

Class – a group or grouping of students created on the Class Manager Page

Class Manager – Study Island page where teachers can manage classes, and create/edit assignments and class pages

Class Page – informational page created by teachers in Class Manager containing assignments, notes, etc. for students

Class Properties – settings chosen for each class by the teacher (e.g. game access, timer visibility, and remedial topic availability)

Create New Topic - editor with which Custom Material can be created

Classroom Response Systems (CRS) – interactive handheld classroom devices which work in conjunction with the Study Island program

Completed Assignment - assignment in which students have earned a Blue Ribbon in each included topic

Custom Material – questions created by teachers added into the Study Island program

Database File - school-generated file containing student information used to register users in Study Island

High Score Table - record of high game scores achieved in game mode

LiveView - a real-time monitoring system that allows teachers to observe students' progress as they work

Off grade Level - see 'Building Block'

Owner - teacher or Admin in control of class

Parent Notification - an automatic notification process designed to communicate student progress to parents via email

Pass Topic - to pass a topic, a student must achieve a specified percentage correct while having attempted a minimum number of questions

Passing Parameters - requirements to designate topic mastery; consists of minimum percentage and minimum number of questions

Passport Stamp – designation of topic mastery in My Island, the high school program

Password List - roster of student usernames and passwords

Post Test – non-diagnostic topic designed to determine subject mastery

Pretest – non-diagnostic topic designed to introduce users to the Study Island program

Printable Worksheet - session type that allows users to print questions from a Study Island topic

Remedial Topics - see 'Building Block'

Report - Study Island statistical data organized in a viewable format

Session - duration of time in which a user participates in a Test, Game, Classroom Response System, or Printable Worksheet within the Study Island program

Session Type - method in which students can work through Study Island topics; options include Practice, Game, Classroom Response System and Printable Worksheet

Start Date - the day the user was created and/or the date from which stats are shown

Study Mode - see 'Session Type'

Topics - individual segments within a subject

Username suffix - suffix added to a username to prevent a high number of duplicates (e.g.: school name, initials, or mascot)

White Ribbon - designation of Building Block mastery